



## ERIE COUNTY DIVISION OF SEWERAGE MANAGEMENT SEWER CONNECTION PERMITS PROCEDURE “DID YOU REMEMBER TO...?” CHECKLIST

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### DID YOU REMEMBER TO...?

- ☐ Complete all appropriate fields on the Application Form?
- ☐ Check the appropriate box for the Regional Office that services the District where the Sewer work is being done?
- ☐ Check the boxes for Building Type and Permit Type?
- ☐ Include a property address and/or an SBL number for the property where the work is being done?
- ☐ Include a phone number where you can be contacted if there are any problems or questions that need to be answered?
- ☐ **Sign the completed Permit Application?**
- ☐ Check the Permit & Inspection Fee Schedule and attach a signed check or money order for the correct amount? Checks/money orders should be made payable to “**Erie County Comptroller.**”
- ☐ Review the Proof of Workers’ Compensation Insurance Rules, and attach the appropriate insurance or waiver if necessary? Please request that the “Policy Holder” is **Erie County Division of Sewerage Management.**